



# CITY OF ATLANTA

## Job Announcement

### **PLANNING RESOURCES COORDINATOR \*** **(Neighborhood Deputy Coordinator)**

**STARTING SALARY: \$36,326**  
**SALARY GRADE : 17**

**Applications Accepted From: September 12, 2005 Until September 16, 2005**

#### **Minimum Job Requirements**

Applicants for this job must have an associate's degree in Planning, Urban studies, Public Administration, Community Development, Business/Public Administration; and two years of experience in code enforcement, program development or database management. Experience working with neighborhood/civic organizations preferred.

#### **Licenses and Certificates**

Possession of a valid Georgia driver's license at the time of appointment. License must remain valid during tenure in this position. Verification required.

#### **Duties of the Job:**

This employee provides administrative and technical support and assistance to the Bureau of Codes Compliance in managing the City's Neighborhood Deputy Program; recruits and conducts orientation for new program participants; coordinates and conducts training sessions relative to codes violations; communicates with residents, Neighborhood Planning Units', Code Enforcement Officers and other City employees to assess program effectiveness; recommends program changes; identifies resources to assist community groups and staff; conducts monthly meetings with Neighborhood Deputies, schedules issues to be placed on NPU agenda and prepares agenda for monthly events and meetings; assists in preparing presentations for NPU meetings using advance computer technology; maintains program database as well as preparing various reports, develops and coordinates annual Recognition Ceremony Programs; maintains mailing list, volunteer lists and other pertinent program information; and performs related works as required.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Resumes not accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369

[www.atlantaga.gov](http://www.atlantaga.gov)

FAX: (404) 658-6157

**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**

THE EXAMINATION FOR THIS JOB WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.

\*This is a temporary position through December 30, 2005. Position will be reevaluated for continued funding in January 2006.

09/08/05